



**ESSO-NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH
(MINISTRY OF EARTH SCIENCES)
(GOVERNMENT OF INDIA)
HEADLAND SADA,
VASCO-DA-GAMA, GOA - 403 804**

**TENDERDOCUMENT
“DEVELOPMENT OF LAWNS AND MAINTENANCE OF GARDEN/LAWNS OF NCPOR”
AT NCPOR CAMPUS, HEAD LANDSADA,
VASCO-DA-GAMA, GOA – 403 804**

NOTICE INVITING TENDER

ADVT. NO. NCPOR/19/2020

National Centre for Polar and Ocean Research, Goa invites sealed tender for “Development of lawn and maintenance of garden/lawn of NCPOR”. Interested bidders can download the tender documents from web site <http://www.ncpor.res.in> and Central Public Procurement portal <http://eprocure.epublish.gov.in>. Last date of submission of bid is 30.09.2020 at 17.00 Hrs.

Administrative Officer, NCPOR

Sealed tender under single bid system are invited on turnkey basis for Development of lawns and maintenance of garden/lawns at NCPOR campus, Headland Sada, Goa-403804. The details of the tender are given below:

Tender closing and Opening Date and Time

Services.	Development of lawn and maintenance of Garden/lawn at NCPOR Headland Sada, Goa-403804.
Adv No.	NCPOR/19/2020
Division	Administration Section, NCPOR.
Amount of EMD	Bid should be accompanied with a sum of Rs.50,000/- towards EMD in the form of DD drawn in favour of Director, NCPOR payable at Goa.
Closing Date and Time for Tender Submission.	30.09.2020 at 17:00 Hrs
Date and time of Opening Tender	01.10.2020 at 11:00 Hrs (NCPOR Conference Room)
Bid Validity up to	90 days from the date of opening of bid.

TERMS AND CONDITIONS

1. The tender document containing detail scope of work, terms and conditions of the contract, etc., can be obtained from the National Centre for Polar and Ocean Research (NCPOR) web site <http://www.NCPOR.res.in> and Central Public Procurement portal <http://eprocure/epublish.gov.in> and, Goa-403804.
2. PERIOD OF CONTRACT: - Initially for period for one year (from 1st December, 2020 to 30th November, 2021) including monsoon period. Extendable for two more years on yearly basis with same rate, terms and conditions on satisfactory performance assessed by NCPOR.
3. ELIGIBILITY CRITERIA: - Bidders should meet the following eligibility criteria to qualify the tender: -
 - a. The bidder should have successfully completed /executed following number of work order / contract in similar work relating to development of Lawn & Maintenance of Garden/ Lawn in Central / State Government / PSU / Autonomous / reputed organization in the last seven years ending 31st March 2020.

- i) Single order / contract of Rs. 20 Lakhs;
- OR**
- ii) Two work order /contract of Rs. 12 Lakhs;
- OR**
- iii) Three work order /contract of Rs. 10 Lakhs.

Copy of work order / contract along with completion certificate and in case the contract is still in progress, certificate should be provided from the user organization indicating the details regarding undertaking of the such work with dates/duration specifically mentioned. Details of all the work order should be provided along with the tender as per the format given in Annexure I.

b. Bidder should have its own Bank Account, PAN No. and GST registration No.

c. Bidder shall submit Declaration on Company Letter head stating that the agency is/has not been black listed by Central Government/State Government/any PSU in last three years (Format as per Annexure III)

d. Bidder should be registered with Employees Provident Fund organization (EPFO) and Employees State Insurance Corporation (ESIC) under the respective Acts/Laws. Copy of registration certificate of EPF and ESI should be attached with the tender.

e. Bidders should submit valid labour license with the bid In case of non submission of labour license undertaking should be provided on letter head stating that same shall be obtained within a month from the date of issue of work order.

Note: Non submission/compliance with any of the above conditions by the bidder will render the bid non eligible and shall be summarily rejected.

SCOPE OF WORKS

I. MAINTENANCE OF GARDEN/LAWN, HEDGES PLOTTED PLANT WITH DEPLOYMENT OF MINIMUM DAILY MAN POWER.

A:-TOTAL AREA OF 11,160 SQMT OF DEVELOPED LAWN and

B:-. PLOTTED PLANT - 420 Nos including weeding, gap filling, grass cutting with Khurpi/sickle, moving with the help of mover, rolling, irrigation, fertilizer, manure and pesticide application, inter-culture, soil/manure filling etc.

A. MAINTENANCE OF GARDEN/LAWNS AND HEDGES FOR ALREADY DEVELOPED AREA OF 11,160 SQMT WITH DEPLOYMENT MINIMUM DAILY MAN POWER INCLUDING WEEDING, GAP FILLING, GRASS CUTTING WITH KHURPI/SICKLE, MOVING WITH THE HELP OF MOVER, ROLLING, IRRIGATION, FERTILIZER, MANURE AND PESTICIDE APPLICATION, INTERCULTURE,

SOIL/MANURE FILLING ETC. and THE SERVICE PROVIDER IS REQUIRED TO DO THE FOLLOWING:

- I. Watering the lawns/garden before 11.00 am and after 4.00 pm through adjustable sprinkler system covering small as well as larger area of garden as required.
- II. Every alternate days watering of pathway hedges, hedges of garden and for existing plants around the garden/lawn and pathway in the range of 5 mtr.
- III. Water required for carrying out the work will be supplied by NCPOR through the existing water supply network. Required pipes and adjustable sprinkler to be assessed and provided by the service provider.
- IV. Daily weeding, cleaning and removing dry leaves from the garden/lawns.
- V. Protection against and control of insects, pests and diseases by spraying insecticides, fungicides etc. once in every month.
- VI. Weeding and Mowing of lawns by using Mechanical Lawn Mower regularly (not exceeding 15 days) and as per the instructions of the designated officers of NCPOR to maintain the grass height not exceeding two inches from ground, so as not to allow grass to grow wild.
- VII. Trimming and replacing spoiled patches of lawns with fresh grass of same nature.
- VIII. Trimming of tree branches within the campus of NCPOR at least twice a year or as per instructions of designated Officer(s) of NCPOR.
- IX. Plucking of coconuts from the coconut trees & other fruits and handover to Administrative Division, NCPOR.
- X. Digging and Planting of hedges from the already developed hedges stalk in rainy season for 800 rmt.
- XI. Cleaning and cutting of hedges and shrubs regularly (not exceeding 15 days) and as per the instructions of the designated officer(s) of NCPOR to maintain there required height from ground, so as not to allow hedges shrubs to grow wild.
- XII. Hoeing operation of shrubs and hedge plants once in a month to loosen the soil.
- XIII. Top dressing of Garden/lawns with the help of one heavy and one light manuring after four times cuttings alternatively for maintenance of grass in green condition.

- XIV. The trimmed hedge and shrubs from the garden/Lawn area as well pathways should be removed by brooming and disposed at the place identified by NCPOR within the campus immediately on the same day.
- XV. Surrounding five meter area of the NCPOR buildings and quarters and all the pathways should be cleaned by removing wild growth and grass by using bush cutter to the ground level every 10 days and/or as per the instructions of the designated officer(s) of NCPOR.
- XVI. Within three months of award of contract potted soil to be replaced with new soil by mixing cow dung and manure. NCPOR shall supply the required soil, cow dung and manure.
- XVII. The successful bidder should provide the minimum maintenance equipments as listed in ANNEXURE-II of the tender to execute the maintenance work effectively within 10 days of award order.
- XVIII. From June-September the following (minimum) should be applied by mixing for lawns/garden and hedges.
- a) Manure minimum 70 Kg per month**
 - b) Fertilizers/Urea minimum 30 Kgs per month**
 - c) Suphala or equivalent minimum 30 Kgs per month**
 - d) Cow dung minimum 85**
- XIX. The supply report of the above has to be provided to Administrative Officer, after getting the security checks.
- XX. The service provider should assess and deploy required man power to satisfactorily complete the above scope of daily maintenance work. The below indicated minimum manpower for daily maintenance work should be deployed everyday from 9.00 hrs to 13.00 hrs and 14.00hrs to 18.00hrs except on Sundays. The age of the deployed person should not be ideally more than 45 years. To substantiate the age of the deployed personnel the age proof like date of birth certificate/SSC certificate/Aadhaar Card/ Pan Card etc to be produced to Administrative Officer, NCPOR before deploying the personnel at NCPOR.

Sl. No.	Name of the Post	Type of post and number	Total Nos
1	Mali Cum Supervisor having two years gardening experience	Skilled (1)	1
2	Garden Worker	Skilled (Male) (5) Unskilled (3)	8
Total			9

- XXI. All the above work force should physically work for all the maintenance work including lawn mower, bush cutter etc. The operation work should be carried out among the deployed personnel as per scope of work. Skilled Deployed personnel should have experience in operation of Lawn mower, bush cutter etc.
- XXII. In case the contractor deploys less number of manpower than above minimum work force in any day, recovery shall be made @ 1.5 times the prescribed minimum wages for such workers in force at the time of award of work from monthly bill.
- XXIII. The contractor within 10 days from the award of contract should notify to Administrative Officer the list of the labourers to be deployed for work at NCPOR with the relevant details. The contractor should also inform in writing about the change in the employment of any of his staff members, at least 3 days in advance before the date of deployment in the campus.
- XXIV. The Contractor shall maintain the Minimum Wage Rules set by the Ministry of Labour, Government of India and Government of Goa. The Contractor will make payment to his staff engaged in NCPOR as per the minimum wage rates for these categories, as specified from time to time by the Labour commissioner (Centre/State) and follow the Contract Labour Act, 1970 and Rules 1971 in this respect.
- XXV. XXV.The Contractor shall be responsible for fulfilling the requirements of all the statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Gratuity Act, Contract Labour Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him and keep the NCPOR indemnified of any action brought against it for any violation/noncompliance of any of the provisions of any of the acts etc. The Contractor will abide by all the rules and regulations of labour laws and rules framed there under and maintain all the Registers required under the above mentioned rules and regulations and the NCPOR and its authorized representative shall be entitled to inspect all such records at any time. The copies of all the relevant payments made to fulfill all the statutory requirement should be provided to NCPOR on monthly basis.

XXVI. The Contractor shall pay wages directly to the workman latest by the 07th of the every month without fail. The Contractor shall also ensure that no amount by way of commission or otherwise is deducted from the wages of the workmen.

XXVII. The Contractor shall at his own expense, take workmen Compensation Insurance and he shall also obtain from his underwriter of such insurance a waiver of subrogation in favour of the NCPOR. The Contractor shall further at his own expense, register claims and pursue realization of all insurance claims. He shall produce proof of such insurance within a reasonable time from the date of issue of letter of acceptance of tender.

XXVIII. The EPF and ESI Nos. allotted to the deployed workers to be provided in the following format. Photo identification card certified by the contractor to be provided to the workers deployed indicating their EPF Nos., ESI Nos. etc and copy of the same to be attached to list being submitted to NCPOR:-

Name of the Post	Name of Employees	Age	Address	Type of Post	EPF and ESI No
Mali Cum Supervisor				skilled	
Garden Worker				skilled	
Garden Worker				Unskilled	

XXIX. The quantity (area of garden/lawn) may vary, however, for the increased quantity, if any, pro-rata rate will be applied. In that case of every 500- 1000 Sqmt. increase one additional skilled garden worker (male) to be engaged from the date of increase as minimum labour.

XXX. Payment for maintenance will be made only after completion of monthly maintenance of work as per above scope of work and just deployment of minimum labour does not construe for the liability of release of payment.

B. MAINTENANCE OF POTTED PLANTS: Total Qty 420 Nos

- i. Alternate day watering of plants inside and outside the buildings.
- ii. Monthly application of manures and fertilizers, spraying of insecticides and pesticides, weeding, and cleaning of dry leaves, pruning and light digging of soil.

- iii. Weekly rotation of plants inside and outside the buildings and positioning rest of the potted plants at plant yard.
- iv. The pots and plants will be supplied by NCPOR; the planting would be the responsibility of the service provider.
- v. Within three months of award of contract potted soil to be replaced with new soil by mixing cow dung and manure. The quantity may vary, however, for the increased quantity, if any, pro-rata rate will be applied.
- vi. Payment for maintenance will be made only after completion of monthly maintenance of work as per above scope of work and just deployment of minimum labour does not construe for the liability of release of payment.

II. MAINTENANCE OF THE OPEN AREA WITHIN THE NCPOR CAMPUS: TOTAL AREA-50000 SQMT (minimum twice in a year)

- a. Cutting/clearing (06 inches height level from ground)of wild growth, shrubs bushes, wild vegetation ideally TWICE IN A YEAR and/or as per the instructions of the designated officer(s) of NCPOR and dispose at the place identified by NCPOR within the campus in a proper manner.
- b. The first cutting should start from 15th September of the calendar year and should be completed within 15 days. The second cutting (if required) should start on 15th December of the Calendar year and should be completed within 15 days. The cutting/clearing dates may vary as per the instructions of the designated officer(s) of NCPOR.
- c. The service provider should engage minimum 05 working bush cutter every day for 8 hours to complete the above work and required labour to dispose the grass. The disposal of grass should be done on alternative days and the entire work should be completed within 25 days.
- d. The already engaged labour for routine maintenance work at NCPOR should not be used for above work. e. NCPOR may decide any further requirement of cutting during the contract period on pro rata basis. f. The quantity may vary, however, for the increased quantity, if any, pro-rata rate will be applied.

III. DEVELOPMENT OF GARDEN/LAWN WITH SOIL AS AN WHEN REQUIRED DURING THE CONTRACT PERIOD:

- a. Development of the lawn should commence as and when the work order is issued during the contract period for development of new garden /lawn with soil.

- b. Supply of good quality garden soil free from debris and roots with normal pH range as per requirement for development of garden/Lawns. While developing the area it should be ensured that the thickness of the soil spreading should not be less than 4 inches from the existing surface of the ground. Administrative Officer's inspection report should be obtained towards spreading of garden soil before laying the Mexican Grass.
- c. Development of lawns by using mexican grass turf at the location marked by NCPOR including preparation of soil like digging and applying at least 100 kgs of cow dung and 50 Kgs manures in the beginning of development.
- d. The newly developed lawn should be maintained from the date of laying of mexican grass turf within the quoted price for development of Garden/lawn with soil. During the maintenance period the contractor should apply the following on monthly basis for the period of six months:-
 - i. Manures;
 - ii. Fertilizers: Urea and Suphala or equivalent;
 - iii. Cow dung;
 - iv. Insecticides, fungicides and other pesticides as per requirement.
- e. The supply report of the above has to be provided to Administrative Officer after getting the security check-in.
- f. During first six months of the development of garden/lawns any loss of grass etc to be replaced within ten days without any extra cost.
- g. Separate labour force should be deployed and the already engaged labour for routine maintenance work at NCPOR should not be used for above work.
- h. Maintenance for the first six months from the date of completion of the development work shall be borne by the contractor i.e. no payment shall be made by this office for the maintenance of the newly developed area.

A) PAYMENT TERMS:-

- 1. No advance payment will be made for any work at any stage of the contract period.
- 2. Payment due to the contractor shall be raised by the contractor to the NCPOR by the 10th day of every month. Payment will be made on the basis of actual attendance of the labourers. However, the final payment shall be made to the contractor within 20 days of the submission of bill after completion of all the obligations under the contract.

3. 100% of the payment on monthly basis will be made within 20 days on submission of bill in duplicate for maintenance of garden/lawns and hedges for already developed area as detailed at price bid and for scope of work after satisfactory completion of the entire work.
4. Payments of bill shall be released only if it is accompanied by the proof of the following:
 1. Certified Attendance Sheet;
 2. Receipted payment of wage sheet of engaged labour for the preceding month with document (copy of bank passbook of engaged labour) having monthly wage amount credited to individual engaged labourer bank account;
 3. Entry challan of gardening materials used and the bill thereof. Any short fall in the supply of mentioned quantity in the tender the amount thereof will be deducted from the respective monthly bill after ascertaining market rate.
5. The contractor shall provide verifiable proof that EPF and ESI has been deposited in respect of particular workers, working under the Contractor who are working in NCPOR along with the EPF and ESI number issued by concerned authorities.
6. The statutory deductions like TDS, GST, etc., recovery of balance security deposit and penalty as per penalty clause, if any, will be made from the payment of bills as applicable.
7. Proportionate amount will deducted if the contractor fails to comply with any responsibilities under the contract.
8. If the maintenance is not carried out satisfactorily for the gardens/lawn or if the labourers are not following the instructions of NCPOR official, then the proportionate deduction in the rate will be effected in the bill for non – maintenance of garden/lawn, further remedial action including reduction of payment on pro-rata basis shall be taken from contractor's running account bills. If same is continued the contract shall be liable for termination.
9. In case the contractor fails in fulfilling the obligations fully and in time the Administrative Officer shall have the absolute right to take up the work at the contractor's risk and recover any such expenses from the amount due to the contractor including security deposits.

B) PENALTY CLAUSE: -

1. **FOR MAINTENANCE OF GARDEN/LAWN, HEDGES PLOTTED PLANT:-** 20 % of the monthly maintenance contract amount will be deducted as penalty for any of the following default during the execution of the contract:-

- a. Fails to provide two no's of working electrical lawn mower with high capacity collection bag for not more than 7 days in a calendar month.

- b. Fails to provide One Wood saw Chain cutting Machine.
- c. Fails to provide a working bush cutter for not more than 7 days in a calendar month.
- d. Fails to deposit the PF and ESI and payment of minimum wages as per labour Act for all the deployed maintenance personnel at NCPOR for any calendar month within first 15 days of the following month.
- e. Fails to execute any work detailed in the scope of work point II. A and B in calendar month.
- f. Fail to supply garden material on monthly basis like cow dung, urea, suphala/any other mixed fertilizer, manure etc. against the supply order of NCPOR on the agreed price

2. **FOR DEVELOPMENT OF GARDEN WITH SOIL** - 20% of the total Billed amount will be deducted as penalty for any of the following default:-

- a. Fails to execute the development work with soil as mentioned in scope of work within 45 days of issue of particular work order during the contract period.

3. **FOR MAINTENANCE OF OPEN AREA WITHIN THE NCPOR CAMPUS** - 20% of the total billed amount will be deducted as penalty for any of the following default:-

- a. Fails to execute the awarded work as detailed in scope of work within 25 days in entirety.
- b. Fails to deploy minimum three working bush cutters on every day for eight hours until completion of the awarded work.

4. The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum Wages, Employees Provident Fund, Employees State Insurance, governing the matter/issues etc. if at any point of time it is noticed that the contractor is not meeting/violating any procedures/taxes/Acts/Rules then 20% penalty will be imposed on monthly bill.

5. The service provider shall abide by Minimum Wages Act and credit the monthly wage on or before 7th of every month, Employees Provident Fund remittance on or before 15th of every month and Employees State Insurance remittance on or before 15th of every month, failing which 20% penalty shall be imposed on monthly bill.

During the contract period, default of any one of the above point from 1 to 5 more than three times will be treated as non-satisfactory performance of the contractor and as a penalty maintenance contract will be terminated by giving a month's notice with forfeiting 100% of the security deposit (SD) available with NCPOR for the entire contract.

INSTRUCTION TO THE BIDDER AND TERMS and CONDITIONS

1. NCPOR expects the bidder to comply with the tender specification/ conditions. The bidders not complying with the terms and conditions of the tender and offers indicating exceptions / deviations may be rejected without seeking any clarification.
2. In case of unscheduled holiday on the closing / opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid, the time notified will remain the same.
3. NCPOR reserves the right to cancel or annul the tender or part thereof, without assigning any reason whatsoever. Tenderer should take due care to submit tender in accordance with requirement in sealed covers.
4. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth is offered by bidder shall be summarily rejected.
5. Bidder is advised to visit the site for better understanding of scope of work and also to clarify doubts, if any before submission of tenders.
6. Tenders super-scribing “TENDER FOR DEVELOPMENT OF LAWNS and MAINTENANCE OF GARDEN/LAWNS OF NCPOR” and TENDER NUMBER on the envelope should be dropped in the tender box placed at Administrative Section at the National Centre for Polar and Ocean Research, Headland Sada, Vasco-DaGama, Goa403804 / by post must be received by “The Director, NCPOR, Headland Sada, Vasco-da-Gama, Goa-403804 on or before the last date and time of submission of tender. Any tender received later than the dead line prescribed for submission is liable to be rejected.
7. The bidders not complying with the terms and conditions of the tender and offers indicating exceptions / deviations will be rejected. The tenderer must fill and submit the tender document without any additions or alterations in the tender document. No page shall be removed from or added to the complete set of tender document issued or downloaded. Incomplete tenders and those submitted not as per the instructions are liable to be rejected.
8. The contractors should write in figures as well as in words the rate and amount tendered by them.
9. The bidder must take into account any possible changes in the applicable minimum wages from time to time and other statutory welfare measures (Workmen’s Compensation Act) under various labour legislation while submitting the bid.
10. If the tenderer/tenderers deliberately gives/give any wrong information or suppresses any material facts or makes/make false representations in this tender or creates/create circumstances for the acceptance of his/their tender. NCPOR reserves the right to reject such

tender at any stage or cancel the order even after acceptance of the tender at the risk and cost of the tenderer / tenderers

11. Tenderers shall quote the rate as in the tender format at Annexure-III. The quoted rates must be inclusive of the following;

a. Wages to be paid to the workers on minimum wages basis as notified by the Ministry of Labour and Social Justice, government of India,, Government of Goa from time to time Contribution to EPF, ESIC and BONUS as per labour laws Other statutory obligations as per prevailing labour laws.

b. Any other facilities to be provided to the labourers as per the norms of Government. Any other taxes which are mandatory and applicable from time to time.

c. Contractor shall not be permitted to increase the quoted amount during the contract period for any reason whatsoever it may be. He shall be liable to pay the statutory benefits to the workers during the period the contract is in force.

12. The bidder may visit the site to study the site condition and quantum of work involved before quoting the rates. The bidder may obtain all relevant information from Administrative Officer, NCPOR on all working days during office hours.

13. All pages of tender document including various annexure to be signed by the tenderer and stamped at the lower right hand corner and wherever required.

14. The tender document shall not contain any interlineations erasures or over writing except as necessary to correct the errors made by the tenderers in which case such correction shall be initialed by the tenderer along with his company's stamp.

15. CERTIFICATES TO BE ENCLOSED:-The contractor must enclose copies of the following certificates along with the tender document, failing which the tender shall be rejected:

a. EMD Rs 50,000/-

b. A copy of PAN Card allotted in the name of Bidder Company.

c. A copy of GST Registration allotted in the name of Bidder Company.

d. Experience certificate with full client list along with work order/completion certificate

e. EPF and ESIC Registration Certificate from the concerned Authorities.

f. Labour License. If not available, the same shall be obtained within a month from the date of issue of work order.

g. Bidder office address with Telephone, Fax, E-mail etc.

h. Undertaking regarding non-blacklisting (Annexure III).

16. The contractor has to bring all required tools and equipments like sprinklers, hosepipes, secateurs, cutters, lawns mowers and any other tools required for watering and gardening at his cost. Minimum requirement listed at Annexure-II.

17. Tenderer should mention all details like (office address, telephone number, fax, etc.) on their letter head.

18. NCPOR will notify the successful tenderer in writing by a registered letter/Fax/Email to confirm that his tender has been accepted.

9. On acceptance of the tender, the contractor shall communicate the name(s) of his authorized representative(s), if any, who would be in touch with the Campus in-charge of this institute for executing the day to day works.

20. It will be obligatory on the part of the tenderers to sign all pages of the tender document and the same shall be considered as the part of the work order awarded.

21. The right of acceptance of the tender will rest with the Director, NCPOR, who does not bind himself to accept the lowest tender, and reserves to himself the authority to reject any or all tenders received without assigning any reasons whatsoever. Wherever, the tender in which any of the prescribed conditions is not fulfilled or incomplete in any respect is liable to be rejected without assigning the reasons. No correspondence shall be entertained in this regard.

22. It is the responsibility of the contractor to maintain cleanliness and good hygienic conditions in the campus.

23. The Contractor shall obtain specified license from Labour Commissioner, Govt. of Goa, within a reasonable time period after issue of letter of acceptance of BID for employment of labour in the NCPOR. Confirmation to this effect should be given in the letter head of the contractor. In case the contractor has such valid license then same should be enclosed with the bid document.

24. WORK PERSONNEL

a. The Muster roll for the labourers attending for work shall be maintained at site indicating the name of workers. Contractor shall direct all his labour to either to sign or put thumb impression or mark "P" on muster roll every day. Daily submission of attendance record/muster Roll of staff on garden maintenance work duly counter signed by Administrative Officer or any other Official as may be designated is must for this contract and failure to do so will be treated as labour not engaged/absent on work

b. The contractor should deploy the minimum number of persons per day as specified and in case of absence of any staff he should ensure that requisite number of staff is always on duty. Similarly the contractor will have to make proper arrangements incase of their weekly off. No extra payment will be made on this account. However, mere deployment of the specified labour shall not relive the contractor of his contractual obligations.

c. The instruction given by the officer in charge shall have to be carried out promptly. In case of any difference of option or interpretation on the specification and conditions, the matter to be referred to the Administrative Officer, for the decision, which shall be final and binding.

d. The Contractor's Mali-cum-Supervisor shall be fully experienced in the type of work to be carried out under their supervision. He should be available at site daily from 08.00 hrs to 12.00 hrs and from 14.00 hrs to 18.00 hrs and all the time of NCPOR officials visit to the Garden.

e. The contractor must pay the wages to his workers latest by the 7th day of the following month. The contractor must abide by all laws, rules and regulations pertaining to engagement of labours. Payment to the workers must be made as per the minimum wages prescribed by the Labour Department of the State Government/ Ministry of labour, Government of India whichever is higher. The total amount of wages paid to the workers must include the minimum wages+EPF+ESIC+Other statutory benefits including bonus.

f. All works pertaining to the maintenance of gardens and horticultural work shall be directly supervised by the contracting agency under the supervision of experienced Mali-cum-Supervisor. The Mali-cum-Supervisor should be available in the campus on all working days of the month.

g. No accommodation shall be provided to workmen of the contracting agency for their stay on the campus.

25 . SAFETY OF THE WORKERS

a. The contractor shall be responsible for and shall pay any compensation to his workmen under the Workmen's compensation Act 1923 for injuries caused to the workmen.

b. The contractor shall be responsible for and shall pay the expenses or provide any medical aid to any workman who may suffer bodily injury as a result of an accident.

c. The contractor shall provide all necessary personal safety equipment and first aid apparatus available for the use of workers employed on the site and shall maintain the same in condition suitable for immediate use at any time and shall comply with following regulation in connection therewith.

d. The workers shall be required to use the equipment so provided by the contractor and the contractor shall take adequate steps to ensure proper use of the equipment by those concerned.

e. When work is carried out in proximity to any place where there is risk of drawing all necessary equipment.

f. Any injury/accident/death to the worker during the contract period shall be the responsibility of the contractor, and the compensation, etc. Payable under the labour laws shall be paid by the contractor.

26. LABOUR ACT

- a. No contractor shall employ any person who is under the age of 18 years for specified works. The concerned in-charge is authorized to remove from work any such person who is below 18 years.
- b. The contractor shall pay minimum wages as prescribed by the Ministry of Labour, Government of India/State Government from time to time to the workmen employed by him. In the event of any dispute arising between the contractor and his workmen on the ground that the wages paid are not fair and reasonable, the dispute shall be referred, without any delay, to the Administrative Officer, NCPOR shall be conclusive and binding on the contractor.
- c. All facilities provided in the contract labour act should be provided (Contract Labour Regulation and Abolition Act, 1971) to the workmen. The contractor should issue identity card to all his workmen.
- d. The contractor shall duly comply all provisions of Contract Labour (Regulation and Abolition) Act 1971 as amended from time to time and all other relevant status and statutory provision concerning payment of wages particularly to the workmen employed on the site.
- e. The contractor shall indemnify NCPOR of all the obligation arising out of the labour laws and regulation applicable. f. There shall not be any Employer and employee relation between the workers and the Institution (NCPOR).

27. EMD/SECURITY DEPOSIT

- a. An amount of Rs 50,000/- along with the tender document should be in the form of Demand Draft Payable to “Director, NCPOR”, Payable at Goa. The tenderer who do not deposit the EMD in the prescribed form shall be rejected.
- b. The tenderer who deposits less than the prescribed amount shall be rejected.
- c. The EMD of unsuccessful tenderers will be refunded within 15 days of award of contract to successful bidder.
- d. 100% EMD amount shall be converted to Security Deposit in respect of the successful bidder.
- e. 100% of EMD/Security Deposit of the tenderer shall be forfeited to NCPOR without prejudice to any other rights or remedies, under the following circumstances.
 - i. If a tenderer withdraws his tender during the tender validity period as specified in the tender document.
 - ii. If, after acceptance of the tender, the tenderer fails to take up the job.

iii. If, the successful tenderer fails to sign the contract in accordance with the terms and conditions of the contract.

iv. If, after acceptance of this tender, the successful tenderer fails to commence the work within the specified time period.

v. If, after commencement of the work the quality of the work output is not of the desired standards (quality shall be assessed by the designated officer(s) of NCPOR and their report shall be binding).

f. No interest shall be payable by NCPOR on the Security Deposit.

g. Security Deposit shall be returned to the contractor after the physical completion of the work on certification by the Competent Authority. The certificate, inter alia will/should mention that the work has been completed in all respect and that all the contractual obligations have been fulfilled by the contractors and there is no due from the contractor to NCPOR against the contract concerned. Subject to the contractor furnishing proof confirming payment of all wages, provident fund and ESI (where applicable) dues, or furnishing other proof of relative payments upto the date of termination of the contract with respect to all his employees deployed to render the services.

28. UNSATISFACTORY WORK:

Work must be done satisfactorily under the direct and personal supervision of the contracting agency. The contractor must appoint a qualified Mali-cum-Supervisor (specialized in garden/horticultural works) for supervision of works. The agency shall be solely responsible for execution of all works mentioned in the scope of work. The Administrative Officer will certify the works done. If the works are found to be unsatisfactory, then proportionate deduction will be made from the bill of contractor and this may even lead to termination of the contract. The decision of the competent authority in NCPOR shall be final and binding on the contractor in such manner. The contract may be terminated by the Director, NCPOR at any time if the work is found to be of substandard or unsatisfactory or there is any violation of the tender terms and conditions and 100% security deposit will stand forfeited.

29. DAMAGES TO GOVERNMENT PROPERTY

- a. Compensation for all damages done intentionally or unintentionally by contractor/contractor's workmen whether in or beyond the limits of Government property including any damage caused by spreading of fire, shall be estimated by the designated officer(s) subject to the decision of the Director, NCPOR, on appeal shall be final and the contractor shall bound to pay the amount of the assessed compensation of demand, failing which, the same will be recovered from the bill of the contractor.
- b. The contractor shall be responsible for making good the damages done to the existing property or work during construction by his men.

30. CLAIMS

No claim of extra work shall be entertained and no extra work shall be done without the written permission of competent authority in NCPOR.

31. RECORD TO BE MAINTAINED BY CONTRACTOR

The Contractor should maintain and update all records of labour employed for this work and produce the same to the Administration officer regularly and any other Competent Authority as and when required. The following minimum records shall be maintained and kept in a custody of Administration prior to commencement of the work.

- Register of Wages
- Register of Workman Employed by the Contractor
- Any other records to be maintained under various act as applicable Material Register.
- Any other record as applicable under various labour act(s).
- Muster roll for the labourers attending for work shall be maintained at site indicating the name of workers. Contractor shall direct all his labour either to sign or put thumb impression or to mark “P” on muster roll every day. Daily submission of attendance record/ muster roll of staff on garden maintenance work duly counter signed by Administrative In-charge / Authorized officer is must for this contract and failure to do so will be treated as labour not engaged/absent on work

32. CLAUSE - OTHER CONDITIONS

- a. The contractor shall not sublet or assign his contract to others.
- b. Except where otherwise specified in the contract the decision of the Director, NCPOR, Vascoda-Gama, Goa, shall be final and binding on all parties of the contract upon all questions relating to the meaning of the specifications, nature of works, etc, or as to any other question, claim, right, matter, or thing whatsoever, in any way arising out of, or relating to the contract, etc, or otherwise concerning the works, or the execution, or failure to execute the same, whether arising, during the progress of the work, or after the completion, or abandonment thereof.
- c. If the contractor stops the work in between on personal or financial grounds, etc. for more than seven days after the commencement of works, the competent authority of NCPOR shall issue a notice to the contractor to this effect, and the work order stand cancelled.
- d. The contractor should commence the works within seven days from the date of receipt of the notice, failing which the contract shall be terminated. The decision of the Director, NCPOR, Goa, will be final in this regard without prejudice to any other rights or remedies whatsoever.
- e. However, it is the responsibility of the contractor to provide essential items like gumboots, Hand gloves, safety face mask, raincoat, umbrella etc) to his/ her employees.

f. The contracting agency shall also be responsible for cleaning roads adjoining the gardens. This work includes cleaning the roads with brooms, dusting, and removal of weeds, grass, and unwanted plants/shrubs etc., that grow on the sides of the roads.

g. Contractor will be fully responsible for all legal matters arising out of the contract. The contractor should not allow his workmen to join any labour Union/Associations. If any the workman if found in such Unions, the contract will be terminated at once.

h. The contractor shall be fully responsible for discipline of his workers in maintaining the cordial atmosphere in the campus and also to maintain the dignity of the institute.

i. Bonus and other additional facilities to worker is responsibility of the contractor. The Institute shall not pay anything extra over and above the quoted amount.

j. Contractor should comply with all regulations of Provident Fund, ESI, labour etc. The proof of payment of minimum wages etc. To the worker shall be submitted along with bill periodically as per latest Govt, Guidelines.

k. In case of any dispute on any matter the same will be referred to Director, NCPOR and his decision will be final and binding on all the parties. l. During currency of contract, if any legal disputes arise, will be subject of jurisdiction of State of Goa only.

ANNEXURE-I

BIDDERS PAST EXPERIENCE TO BE PROVIDED IN THE PROFORMA GIVEN BELOW BY THE BIDDER

The bidder should have executed minimum work order / contract as per **eligibility criteria (ref. point 3 (a))** relating to mechanical lawn development or maintenance of garden/lawn services during last 7 (Seven) years ending 31st March 2020 in Govt./ PSU/ Govt. Autonomous Bodies /Reputed Organizations.

Document Proof (to be attached) i.e. copy of the work order/completion certificate to be attached along with bid for experience claimed.

Sl. No.	Scope of work	Organization	Period		Value Rs.	Work Order /complete certificate copy attached with indicating page No. in the bid	Whether work Performed is for Govt. Dept./ Reputed Private Firm/ Autonomous
			From	To			
1							
2							
3							
4							

1. The bidder should indicate his valid allotted EPF No.....
2. The bidder should indicate his valid allotted ESI No.....
3. The Contractor shall obtain specified license from Labour Commissioner, Govt. of Goa, within a reasonable time period after issue of letter of acceptance of BID for employment of labour in the NCPOR. Confirmation to this effect should be given in the bidder letter head, if the bidder doesn't have such license. If the bidder has such valid license then should enclose the copy of the same along with the bid.

(Signature of the bidder)

ANNEXURE-II

Particulars of equipments (but not limited to below mentioned equipments) to be provided by the successful bidder to execute the awarded maintenance work effectively

Sr. No	Particulars	Qty
1	Electric Lawns Mowers with high capacity collection bags having excellent work condition.	02 Nos
2	Long Hose Pipe	200 Meter
3	Sprinklers	12 Nos
4	Bush Cutter having excellent work condition with full tank of fuel and to be refilled as per requirement.	03 Nos
5	Wood Saw Chain cutting machine with Fuel	01 Nos
6	Axe	03 Nos
7	New hose pipe (1 inch/0.5 Inch/) for 500 Mtrs watering	03 Nos
8	Wheel Barrow	02 Nos
9	Weeder Fork	As per Requirement
10	Twist Fork	
11	Pruning Shear	
12	Hedge Shear	
13	Grass Shear	
14	Pruning Saw	
15	Hoe	
16	Garden Tool Kit	
17	Digging Fork and Spade	
17	Insecticide Sprayer	

(Signature of the Bidder)

ANNEXURE-III

"UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT"

*To,
The Director*

I/We hereby confirm and declare that undersigned/we, M/s _____,
is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector
Undertaking/ Private Sector/ or any other agency for which I/we have Executed/ Undertaken the
works/ Services during the last 5 years.

Authorised Signatory

Date:"

PRICE BID PROFORMA

Before submitting tender, the tenderer shall be deemed to have satisfied himself by inspection of the site and locality regarding the site conditions, working hour available, working area, working conditions etc., that are likely to be encountered during the execution of works and he shall be deemed to have taken all these factors into account while quoting the rates. The rate quoted by him shall be deemed to be all inclusive for execution of work. No separate discount to be indicated and any discount offered should be included in the below quoted rate. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth, then the bid shall be summarily rejected. All the items of the price bid I to III should be quoted as per the format given below, failing which the quote will not be considered.

(I) Maintenance of Lawns, Hedges/Bordering Plants, Ornamental/ Flower Plants, Road side and Compound Wall areas, Grasses of entire campus for the entire calendar year						
SL No	Description	Unit (1)	Quantity (2)	Amount in Rs		
				Unit rate Per Month (3)	Rate Per Month Rs. (2)x(3)=(4)	Total amount for 12 Months (from August to July) (4)x12=(5)
A	Including weeding, Gap filling, Grass cutting with Khurpi/ sickle, moving with the help of mover, rolling, irrigation, fertilizer, manure and pesticide application, inter-culture, training/pruning etc.	Sqmt	11,160			
Unit rate in figure:						
Tax amount if any (% of taxes applied to be indicated)						
Total A						

SL No	Description	Unit (1)	Quantity (2)	Amount in Rs		
				Unit rate Per Month (3)	Rate Per Month Rs. (2)x(3)=(4)	Total amount for 12 Months (from August to July) (4)X12=(5)
B	Maintenance of Potted Ornamental Plants presently available in campus Total -420 Nos. (approximately) Including inter culture, weeding, soil/manure filling, irrigation, gap filling, training/pruning, fertilizer and pesticide application, etc.	Nos of pots	420			
Unit rate in figure:						
Tax amount if any (% of taxes applied to be indicated)						
Total B						
Total I= Total A +Total B						

(II) MAINTENANCE OF OPEN AREA						
SL No	Description	Unit (1)	Quantity (2)	Amount in Rs		
				Unit Rate for one time maintenance (3)	Rate for one time maintenance (2)x(3)=(4)	Total for two times maintenance in a year (4)x 2=(5)
I	For maintenance of open area as detailed in Scope of Work II of the tender document.	Sqmt	50000			
Unit rate in figure:						
Tax amount if any (% of taxes applied to be indicated)						
Total II						

**(III) DEVELOPMENT OF LAWN WITH SOIL As and when it is required
(TO BE QUOTED FOR 1 SQUARE METER) DEPENDING ON THE AREA QUOTED AMOUNT WILL BE
MULTIPLIED BY QUOTED RATE)**

SL No	Description	Unit (1)	Quantity (2)	Amount in Rs	
				Unit Rate per Square meter (3)	Rate (2)x(3)=(4)
II	For development of garden/lawn with soil	Sqmt	1		
Unit rate in figure:					
Tax amount if any (% of taxes applied to be indicated)					
Total III					

Grand Total= Total I +Total II + Total III (all inclusive)	
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(L 1 will be arrived from the grand total of I+II+III)